

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

USMEPCOM Regulation
No. 25-51

29 August 2005

Effective: 29 September 2005

**Information Management – Records Management
USMEPCOM RECORDS MANAGEMENT**

FOR THE COMMANDER:

OFFICIAL:

/SIGNED/
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Deputy Commander/Chief of Staff

DISTRIBUTION:

A (Electronic only publication)

Summary. This regulation establishes records guidance for all elements of the United States Military Entrance Processing Command (USMEPCOM). It also establishes USMEPCOM Form 25-51-1-R-E (Record Cross - Reference Sheet). Users will use this regulation with Army Regulation (AR) 25-400-2 (Army Records Information Management System (ARIMS)).

Applicability. This regulation applies to all elements of USMEPCOM.

Supplementation. Supplementation of this regulation and establishment of forms other than USMEPCOM forms is prohibited without prior approval from Headquarters United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: MCEA-SS, 2834 Green Bay Road, North Chicago, IL 60064-3094.

Suggested improvements. The proponent agency of this regulation is HQ USMEPCOM (MCEA-SS). Users may send comments and suggested improvements on Department of the Army Form 2028 (Recommended Changes to Publications and Blank Forms) or by memorandum to HQ USMEPCOM, ATTN: MCEA-SS, 2834 Green Bay Road, North Chicago, IL 60064-3094.

Management control process. This regulation contains management control provisions. The management control checklist is found in Army Regulation (AR) 25-1 (Army Knowledge Management and Information Technology Management), paragraph C-4.

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Chapter 1

General

1-1. Purpose

The purpose of this regulation is to establish United States Military Entrance Processing Command (USMEPCOM)-unique records guidance for all elements of USMEPCOM.

1-2. References

References are listed in appendix A.

1-3. Abbreviations

Abbreviations used in this regulation are explained in the glossary.

1-4. Responsibilities

a. Commander, USMEPCOM, will ensure USMEPCOM is in compliance with the requirements of the Army Records Information Management System (ARIMS).

b. Sector/military entrance processing station (MEPS) commander will—

- (1) Appoint, in writing, a primary and alternate records manager (RM).
- (2) Execute the requirements of ARIMS.

c. USMEPCOM Records Administrator (RA) will—

- (1) Manage the USMEPCOM Records Management Program.
- (2) Write and disseminate USMEPCOM-unique records guidance.
- (3) Maintain copies of additional duty appointments.
- (4) Oversee USMEPCOM ARIMS accounts.
- (5) Ensure automated and manual systems are in compliance with ARIMS.
- (6) Review, assist, and approve headquarters (HQ) records for transfer.
- (7) Survey HQ offices for compliance.
- (8) Assist users command wide.
- (9) Provide ARIMS training to sector RMs and HQ personnel.
- (10) Maintain and update the USMEPCOM RMs points of contact list.

d. USMEPCOM Assistant RA will—

- (1) Assist the USMEPCOM RA with ARIMS requirements.
- (2) Perform the duties of the USMEPCOM RA in his or her absence.

e. Sector RM will—

- (1) Execute and manage the ARIMS at his or her level.
- (2) Assist sector and assigned MEPS personnel with ARIMS.
- (3) Review, assist, and approve the transfer of sector records.
- (4) Review sector and MEPSs ARIMS accounts and unit office record lists (ORLs) for compliance.
- (5) Coordinate with the records coordinator (RC) when inquiring about unit records information.
- (6) Survey sector units for ARIMS compliance.
- (7) Provide ARIMS training to sector personnel and MEPSs RMs.
- (8) Maintain copies of additional duty appointments.

f. MEPS RM (primary/alternate)—

- (1) Assist MEPS personnel with ARIMS.
- (2) Review, assist, and approve the transfer of MEPS records.
- (3) Review MEPS registration accounts and unit ORLs for compliance.
- (4) Coordinate with RC when inquiring about office records information.
- (5) Survey MEPS offices for ARIMS compliance.
- (6) Provide ARIMS training to MEPS personnel.
- (7) Maintain copies of additional duty appointments.

g. RC will—

- (1) Create the ORL for his or her office/unit.
- (2) Manage the office's/unit's ARIMS account.
- (3) Assist office/unit personnel with ARIMS requirements.
- (4) Coordinate with the RA/RM before transferring records to a records holding area (RHA)/Federal records center (FRC).

h. Action officer (AO) will—

- (1) Manage the records created and received on behalf of the Department of the Army (DA).
- (2) Coordinate with the office/unit RC as required.

Chapter 2

Army Records Information Management System (ARIMS)

2-1. ARIMS

ARIMS is the Army Records Information Management System. ARIMS focuses on the management of long-term and permanent records and allows the business process to manage short-term records. ARIMS simplifies recordkeeping, shifts retention and disposition burdens to records RHAs, improves records processing for deployed units in contingency operations, and provides a host of support services and automated tools on the Web.

2-2. Additional duty appointments

Sectors and MEPSs commanders will appoint, by memorandum, a primary and alternate RM to perform records management duties. File a copy of the additional duty appointment memorandum under record number (RN) 25-1d (see app. A, section VI, for disposition instructions). A copy of the memorandum will be faxed to the USMEPCOM RA at 847-688-6867 (DSN 792). Copy of the appointment will be given to both the primary and alternate RM.

2-3. ARIMS registration

Registration is required for all ARIMS users (i.e., RA, RMs, RCs, and AOs). Users must have an Army Knowledge On-line account and a unit identification code (UIC) to access ARIMS.

Note: Until directed by the USMEPCOM RA, USMEPCOM users will use their current office symbol when registering with ARIMS.

2-4. Record numbers (RNs) and dispositions

Users will refer to ARIMS for RNs and their disposition instructions. Deviations are not allowed unless approved by the Records Management and Declassification Agency (RMDA). If there is conflict with RNs and/or their dispositions contact the USMEPCOM RA for resolution. RNs and their dispositions can be found in records retention schedule at the ARIMS Web site (<http://www.arims.army.mil>). USMEPCOM regulations requiring users to file documents will list the required RN and its disposition instructions in appendix A. The proponent of the regulation is responsible for ensuring the RN and its disposition is current. In the event of a conflict, users are required to contact the proponent of the regulation for resolution.

2-5. Office record list (ORL)

The ORL is required. The ORL identifies which records the office/unit maintains. It is normally created by the office/unit AO and managed by the RC. The USMEPCOM RA and sectors and MEPSs RMs will review and approve all ORLs under their jurisdiction.

2-6. Labels and bar codes

Labels will be typed and affixed properly to file cabinets, binders, compact disks, tapes, folders, or other hardware/software media containing information. "K" records (records the unit destroys after 6 years or when no longer needed for conducting business) do not have bar codes. Bar codes are placed on long-term/permanent records that will be transferred to RHAs, FRCs, and the National Archive Records Agency.

2-7. Financial records (37-series)

In 1991, the Defense Finance and Accounting Service (DFAS) assumed the finance and accounting functions for all DA organizations except the Army Corps of Engineers. USMEPCOM users will use the ARIMS' 37-series RNs and their disposition instructions for financial records. The 37-series RNs showing a "Transferred to DFAS" will not be used. USMEPCOM offices filing financial records under RNs specifying "Transferred to DFAS" will immediately contact their unit's RA/RM. The RA/RM will report these records to RMDA. RMDA will provide guidance on what to do with the records.

2-8. Records holding areas (RHAs)

RHAs must meet the criteria prescribed in AR 25-400-2, paragraph 10-2. Storing files in a storage room or an empty office does not meet the requirements of a RHA and is therefore prohibited. RMs will not establish an RHA without approval from the USMEPCOM RA. The USMEPCOM RA will forward the request to RMDA for review and approval.

2-9. USMEPCOM Form 25-51-1-R-E (Record Cross-Reference Sheet)

a. USMEPCOM Form 25-51-R-E is filed under one file number or subdivision to show the location of material filed or sent elsewhere. Place the form before other documents in the file. Prepare cross references only when essential to retrieving information. Cross references may be used when:

(1) A document is related to more than one action.

(2) A classified document has a direct relationship to unclassified material.

Note: Do not place classified information on USMEPCOM Forms 25-51-1-R-E filed in unclassified files.

(3) Documents with various dates relate functions to other subfunctions or actions.

(4) Documents have been changed from one file number or subdivision to another file number or subdivision.

b. File bulky material in storage equipment suited to its size. This material may be maintained in RN, serial number, or date order. File a USMEPCOM Form 25-51-1-R-E with the appropriate file. The form must identify the bulky material and related documents, and show storage locations and RNs. Attach a copy of the form to the bulky material.

2-10. Records transfers, records location changes, and unit reorganization

a. Transferring records. Use a Standard Form (SF) 135 (Records Transmittal and Receipt) to transfer hardcopy and electronic records to an RHA, FRC, or the Army Electronic Archives (AEA). File hard copies of SFs 135 under RN 25-400-2a (see app. A, sec. VI, for disposition instructions.) SFs 135 used to send records electronically to the AEA are maintained in ARIMS.

b. Record location changes. RMDA will notify USMEPCOM units when the location of their records has changed. The USMEPCOM RA and sectors and MEPSs RMs will file records location change notifications under RN 25-400-2a (see app. A, sec. VI, for disposition instructions.). Sectors and MEPSs records location changes sent to the USMEPCOM RA will be forwarded the appropriate RM.

c. Unit reorganization. Use a SF 135-A when transferring records from units undergoing a change of status. Attach a description or chart of the new organizational status, relationships with higher headquarters, and a list of all records sent to a different location. File hard copies of SFs 135 under RN 25-400-2a (see app. A, sec. VI, for disposition instructions).

2-11. ARIMS training requirements

The USMEPCOM RA and sectors and MEPSs RMs will provide records training at least every 12 months, or as deemed necessary. To help assist users with ARIMS, the ARIMS User's Guide is available at the ARIMS Web site. Users may also refer to the "frequently asked questions" section on the ARIMS Web site and on the Support Service's home page of the USMEPCOM Intranet (MEPNET) (<https://mepnet.mepcom.army.mil/hqs/hq/mcea/support/>).

2-12. Records surveys

The USMEPCOM RA and sectors and MEPSs RMs will survey unit records for compliance every 3 years, or as desired or directed by higher authority. Survey documentation (e.g., schedules, recommendations, findings, reports, etc.) will be filed under RN 25-1g (see app. A, sec. VI, for disposition instructions). The USMEPCOM RA and sectors and MEPSs RMs will reexamine the units/offices for compliance not later than 90 days after the initial survey. Report unresolved noncompliance to the unit commander for resolution.

2-13. USMEPCOM Records Managers (RMs) Points of Contact List

The list contains the name, telephone number, and e-mail address of the USMEPCOM RA and sectors and MEPSs primary and alternate RMs. The list is updated, as needed, by the USMEPCOM RA; it is available at <https://mepnet.mepcom.army.mil/hqs/hq/mcea/support/>.

Appendix A

References

Section I (The publications needed to comply with this regulation.) **Required Publications**

AR 25-1

Army Knowledge Management and Information Technology. Cited in the “Management control process” paragraph.
(http://www.apd.army.mil/pdffiles/r25_1.pdf)

AR 25-400-2

Army Records Information Management System (ARIMS). Cited in paragraph 1-5.
(http://www.apd.army.mil/pdffiles/r25_400_2.pdf)

ARIMS User’s Guide (<https://www.arims.army.mil/downloads/ECSUsersGuide.doc>)
Cited in paragraph 2-11.
(<http://www.archives.gov/about/regulations/part-1234.html>)

Section II (These publications are a source of additional information. Users may read them to better understand the subject, but do not have to read them to comply with this regulation.) **Related Publications**

36 CFR Part 1234

Electronic Records Management
(<http://www.archives.gov/about/regulations/part-1234.html>)

DODD 5015.2

DOD Records Management Program
(http://www.dtic.mil/whs/directives/corres/pdf/d50152_030600/d50152p.pdf)

OMB Circular No. A-130

Management of Federal Information Resources
(<http://www.whitehouse.gov/omb/circulars/a130/a130trans4.html>)

Title 44 United States Code Chapter 31 (44 USC 31)

Records Management by Federal Agencies
(http://www.access.gpo.gov/uscode/title44/chapter31_.html)

Section III (Publications prescribed by this regulation.) **Prescribed Publications**

None

Section IV (The forms needed to comply with this regulation.) **Required Forms**

SF 135

Records Transmittal and Receipt. Cited in paragraph 2-10a.
(<http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?viewType=DETAIL&formId=C99BD3A71E184FF185256A3E0064FC2C>)

Section V (The forms prescribed by this regulation.)
Prescribed Forms

USMEPCOM Form 25-51-1-R-E

Record Cross-Reference Sheet. Cited in the “Summary” paragraph and paragraph 2-9.

(MEPNET users: <https://mepnet.mepcom.army.mil/hqs/hq/mcea/forms/>)

(Internet users: Available at <http://www.mepcom.army.mil/pubs/pdf/forms/f-0025-51-01.pdf>)

Section VI (The file numbers this regulation prescribes for the user to file specific documents.)
Required Record Numbers

25-1d

Information manager designations/appointments. Cited in paragraph 2-2.

Disposition: KE6. Event is after termination of designation or appointment. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

25-1g

Information management surveys. Cited in paragraph 2-12.

Disposition: T7. Keep in CFA until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy record when the record is 7 years old.

25-400-2a

Record disposition files. Cited in paragraph 2-10a.

Disposition: TE6. Event is after the related records are destroyed or transferred to the National Archives, whichever is applicable. Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy the record 6 years after the event.

Glossary

AEA

Army Electronic Archives

AO

action officer

AR

Army regulation

ARIMS

Army Records Information Management System

DFAS

Defense Finance and Accounting Service

FRC

Federal records center

HQ

headquarters

HQ USMEPCOM

Headquarters, United States Military Entrance Processing Command

MEPNET

[US]MEPCOM Intranet

MEPS

military entranced processing station

ORL

office record list

RA

records administrator

RC

records coordinator

RHA

records holding area

RM

records manager

RN

record number

RMDA

Records Management and Declassification Agency

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SF

standard form

UIC

unit identification code

USMEPCOM

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